

#12-12
December 8, 2011

Temporary Position

United States District Court
Southern District of Texas



Position: Generalist Clerk
Temporary (1year and 1day appointment)

Location: Houston, Texas

Closing Date: Until Filled

Salary Range: \$28,233 - 45,917* (CL22)
*Salary commensurate with experience

Position Overview

The position is located in the Houston Division Clerk's Office. The incumbent performs a variety of functions including, but not limited to: sorting and archiving case records; retrieving files as requested; preparing and shipping to or retrieving records from the appropriate federal records center; processing outgoing mail; conducting periodic mail pickup and delivery services; operating a variety of copying and records equipment; processing large copying assignments as assigned; shredding documents as appropriate; other duties as assigned.

Qualifications

- High school diploma, or the equivalent;
- Preference given to those applicants who have two years general, progressively responsible clerical, office, or other work experience that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. This knowledge includes a positive customer service orientation, telephone skills, routine use of keyboard skills resulting in accurate data entry and record keeping, use of specialized technology, sorting and distributing mail, numeric and alphabetical filing.
- The ability to work independently while handling multiple priorities, details and deadlines is required.
- Applicants who demonstrate a professional demeanor including effective communication skills, good judgment and a diligent work ethic will be given first consideration.
- Accurate typing is desired with a minimum typing speed of 35 wpm.
- Ability to lift and move up to 40 pounds.

BENEFITS:

Benefits include participation in the retirement system, thrift savings plan with matching contributions, health/medical plans, life insurance, long-term care and long-term disability insurance, 10 annual holidays, and annual and sick leave accrual plans.

APPLICATION PROCESS:

To be considered for this position, please submit the following: (1.) a completed employment application; (2.) resume; and (3.) detailed cover letter, noting the position number, which explains your interest in the position and highlights your relevant training and experience. An employment application may be obtained from our website at www.txs.uscourts.gov/jobs or by calling 713.250.5508.

Please submit the requested material in *one PDF attachment* via e-mail to employment@txs.uscourts.gov. You may also submit your materials via regular mail or fax to:

United States District Court - Southern District of Texas
Human Resources, Announcement No.: 12-12
P.O. Box 61010
Houston, Texas 77208
Facsimile: 713.250.5717

Internal applicants may apply by submitting the requested information to HR and providing a copy to his or her immediate supervisor.

MISCELLANEOUS:

Participation in the interview process is at the applicant's own expense. Applicants may be asked to take a proficiency test.

The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected.

Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Employees who work for the Court are considered "at-will" and work at the pleasure of the Court. As a condition of employment, successful applicants will be subject to a background check, credit check and/or records check with law enforcement agencies. Also, this position is subject to mandatory electronic funds transfer participation for payment of net pay.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

EQUAL OPPORTUNITY EMPLOYER